

BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION



KATHY BURLEY
DIRECTOR OF PARKS & RECREATION

Kids Club

Held at John Archer School
100 Thomas Run Road
Bel Air Maryland, 21015
410-638-3877

Program Coordinator- Rachel Kollasch, CTRS 410-638-4899

Parent Guidelines for Kids Club

We would like to take this opportunity to welcome our returning Kids Club participants and welcome our new participants! We are excited for this school year and look forward to spending afternoons with them.

Currently we have a rotating schedule of staff, so if you need to get in contact with a staff member during Kids Club hours for any reason, **PLEASE** call the Kids Club number at **410-638-3877** and one of the staff will answer the phone.

The following is a list of guidelines established for the Kids Club. Please note that it is not possible to meet everyone's needs. Should your participant require a medical procedure (i.e. G-tube feedings, suctioning, or medication) or any other specialized nursing care during program hours, we are not staffed to provide these services. **Please note that every new participant is subject to a 60 day trial basis.**

Kids Club hours are from 3:15pm-6:00pm Monday through Friday. Exceptions are outlined below. Parents are required to sign their participant out at pick up. There is a binder with a Spreadsheet on our cart for this purpose. ID may be requested from any individual that is not familiar to our staff. Please inform those listed to pick up on the registration form that they will be required to show ID. Only individuals listed on this form will be allowed to pick up the student.

MARYLAND'S NEW CENTER OF OPPORTUNITY

410.638.3570 | 410.879.2000 | TTY Maryland Relay 711 | www.harfordcountymd.gov

702 North Tollgate Road, Bel Air, Maryland 21014

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST

In order to better serve you and your participant, please review the following information.

- John Archer School locks its front doors at 4:00 pm. When you come to pick your child up, please knock loudly on the front doors or call 410-638-3877. (The button located outside does not call us).
- **If you are running late, PLEASE CALL THE KIDS CLUB NUMBER 410-638-3877.** A late charge of \$10.00 for each 15 minutes (or portion thereof) will be charged per participant starting at 6:01pm. Failure to pay this fee within 72 hours of late pickup will result in your participant being suspended until the fee is paid. Frequent lateness may result in removal from the program. Fees are paid by check or cash and mailed/dropped off to **Harford County Parks and Recreation 702 North Tollgate RD Bel Air, MD 21014**

The program does not run on days that HCPS **elementary** schools (John Archer) dismiss for **half days**. This also applies to days when there are county wide 2 or 3 hour early dismissals. The Kids Club staff are HCPS employees during the regular school day and therefore are required to stay and work for the school system on early dismissal days. Please make arrangements for your participant to either ride the bus home or to be picked up by 12:00 pm.

- **If HCPS cancels after school activities due to inclement weather or any other reason, there will be no Kids Club program.** Since we are run by Parks and Recreation and are guests in the afternoon we must respect HCPS and their decisions to close.
- In the event that this happens, you will receive a call from the staff to let you know of the closing and to ask how your participant will be getting home. **Please respond promptly to let us know a decision about your plans.** If we do not hear back from you within 30 minutes we will call again. If you are not able to get your participant off the bus, please have your **listed emergency contact** either meet the bus or pick your participant up at the school at the designated time. Failure to comply with this policy will result in suspension from the program for one day.

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- Please keep your participants teacher in the loop! Let them know if there is a change in your after school care schedule. If your participant usually stays for the program every day, but needs to ride the bus home one day, please write their classroom teacher a note and let the Kids Club staff know. Please do not rely on a bus driver to tell us what the arrangements are. We must have first-hand information from the parent.
- If you need to change your care arrangement during the school day, please call the school's main office (410-638-3810) and let the secretary know and she will pass the information on to the classroom teacher.
- We ask that you send **at least 2 full changes of clothing** in that we can keep for emergencies during Kids Club. Also, please send diapers and wipes in if your participant requires them.
- In the event that we need to evacuate the building, the McDonald's across the street has been designated as our safe spot. If this happens, you will be contacted ASAP to let you know.

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FEE SCHEDULE - Kids Club will run September - June. Payment can be made in full for the year, or on a month-month basis. **There are no drop in days allowed.** You must register as a Monthly or Part-time participant. Part-time registration is for 8 days within the same month that have been identified and given to Kids Club Staff prior to that month. **Payments are due the 1st- 15th of the prior month.** LISS Funding, Cash, Check, or Money Order is accepted. If Payment is not received by the 16th of the prior month, your participant will be suspended from the program. For full time monthly attendance, you may pay for the entire year at a discounted rate of **\$2100.00 due before August 15th.** There are no financial credits made for absences, illness, or suspensions. Please see the payment schedule below.

Payments	Due Date	Part Time / Monthly
Payment for September	Due August 1 st - 15 th	\$120 / \$250
Payment for October	Due September 1 st - 15 th	\$120 / \$250
Payment for November	Due October 1 st - 15 th	\$120 / \$180
Payment for December	Due November 1 st - 15 th	\$120 / \$180
Payment for January	Due December 1 st - 15 th	\$120 / \$250
Payment for February	Due January 1 st - 15 th	\$120 / \$250
Payment for March	Due February 1 st - 15 th	\$120 / \$250
Payment for April	Due March 1 st - 15 th	\$120 / \$250
Payment for May	Due April 1 st - 15 th	\$120 / \$250
Payment for June	Due May 1 st -15 th	\$75 / \$75

Checks are to be made payable to **Harford County, MD** and mailed to

Rachel Kollasch, CTRS
Harford County Parks and Recreation
702 North Tollgate Road
Bel Air, MD 21014

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As a parent of a Kids Club Member I understand that...

- Payments are due between the 1st- 15th of the **previous** month. Failure to submit payment by this date will result in your participant being suspended from the program until your account is settled. If payments are not made on a regular basis or are late more than three times, your participant may be terminated from the program and not permitted to re-enroll.
- I must pick my participant up no later than 6:00 pm. A late charge of \$10.00 for each 15 minutes (or portion thereof) will be charged per participant starting at 6:01pm. This fee must be paid within 72 hours of late pickup. If payment is not received within 72 hours the participant will be suspended until the fee is paid. Frequent late pickup may result in removal from the program. Fees are paid by check or cash and mailed/dropped off to **Harford County Parks and Recreation 702 North Tollgate RD Bel Air, MD 21014**
- I will respond to any and all calls from the staff as soon as they are received
- I will provide diapers and wipes for my participants if they are needed as well as 2 sets of extra clothing for Kids Club. (We will not have access to classrooms after school hours and will need our own supplies for your participant).

Failure to adhere to these policies may result in suspension or dismissal from the program.
Please print the guidelines as a reference.

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